

<https://incometaxindiaefiling.gov.in/>

# **User Manual for ITD User**

**Version 1.5**

**22nd May 2013**

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## PRE- REQUISITES

For Registering in the e-Filing application, an **ITD user** must have

- A valid Employee ID.
- A valid PAN.

**Note:**

- If you have any access issues, please contact FMS (IBM/Codesk).
- If you have any issues relating to functionalities on e-Filing portal, please contact 080-26982135 OR 080-26982136

The following should be installed/implemented in your desktops by IBM:

1. Make an entry in the host file (path - C:\Windows\System32\drivers\etc\hosts) for all the users to view MIS reports. (10.10.1.120    incometaxindiaefiling.gov.in)
2. Install MSI Installer to view the MIS reports. MSI Installer can be downloaded from portal on post login.
3. For better viewing of MIS reports, use Microsoft Internet Explorer version 8 and above. However, if you wish to view the reports in Mozilla Firefox or Google Chrome, IE Tab should be installed in the desktop. The link to download IE Tab is <http://www.ietab.net/>
4. If there is a wsdl error, after installation/updation of point 1 & 2 above, the following steps should be followed:

**Step 1:**

1. Open Windows explorer and go to C:\Programfiles\Commonfiles\MSsoap\Binaries.
2. Go to Start --> RUN -> Type regsvr32
3. Drag and drop mssoap30.dll from the location C:\Programfiles\Commonfiles\MSsoap\Binaries into the RUN window and click OK.

**Step 2:**

1. Open Windows explorer and go to C:\Windows\System32.
2. Go to Start --> RUN -> Type regsvr32
3. Drag and drop msxml4.dll from the location C:\Windows\System32 into the RUN window and click OK.

## ITD USER REGISTRATION

1. Type in the URL of e-Filing application (<https://incometaxindiaefiling.gov.in>).

The screenshot shows the e-Filing portal homepage. At the top, there is a header with the Income Tax Department logo, the text 'e-Filing Anywhere Anytime', and links for 'Skip to main content', 'About Us', 'Feedback', 'Contact Us', and 'Help'. Below the header, there are three main sections: 'I Am ...' with links for 'TAX PAYER', 'TAX PROFESSIONAL', 'E RETURN INTERMEDIARY', and 'BULK PAN VERIFICATION USER'; 'e-File Your Tax Return' with buttons for 'View Form 26 AS', 'Upload Return', and 'Check Status'; and 'New To e-Filing?' with a 'Register Yourself' button, 'Registered User?' with a 'Login Here' button, and 'Need Assistance?' with a contact number. Below these sections, there are three columns: 'Services' with links for 'Submit Returns / Forms', 'View Form 26AS (Tax Credit)', 'Outstanding Tax Demand', 'ITR-V Receipt Status', 'CPC Refund Status', 'Rectification Status', 'Know Your Jurisdictional A.O.', 'Know Your PAN', 'Know Your TAN', 'Apply Online (PAN / TAN)', and 'E-Pay Tax'; 'News & Updates' with several news items dated 25/04/2013, 18/01/2013, 07/12/2012, and 07/12/2012; and 'Downloads' with links for 'ITR 1', 'ITR 2', 'ITR 3', 'ITR 4', 'ITR 5', 'ITR 6', 'Forms (Other than ITR)', 'Previous Year ITRs', and 'Schema Downloads'. At the bottom right, there are buttons for 'Quick e-File ITR', 'e-Filing Statistics', and 'Video on e-Filing'.

2. Click on the 'Register Yourself' tab and select the 'Income Tax Department Employee' against the radio button.

### Registration Form

The screenshot shows the 'Registration Form' with a 'Select User Type' dropdown menu. The form lists several user types with radio buttons: 'Individual/HUF' (Individual, HUF), 'Corporates' (Company, Body of Individuals (BOI), Local Authority, Firm, Trust, Association of Persons (AOP), Artificial Juridical Person), 'Bulk PAN Verification Users' (External Agency), 'Tax Professional' (Chartered Accountants), 'Income Tax Department Employee' (highlighted with a red box), and 'Helpdesk'. A 'Continue' button is at the bottom right.

**Note:** Instructions are provided on the right side of the screen. However, user can also refer the HELP menu.

3. Click on “Continue” button to proceed and the following screen will be displayed.

---

## Registration Form - ITD Registration

---

Step 1: Enter Basic Details      Step 2: Registration Form      Step 3: Registration Successful

Employee ID \*

Continue

**Note :** Registration in this portal is allowed only for Assessing Officers and the concerned Joint Commissioners/Additional Commissioners of Income Tax, Commissioners of Income Tax, Chief Commissioners of Income Tax and Director General of Income Tax.

4. Enter the valid Employee ID and click on the “Continue” button.

5. The user will be directed to the registration page.

## **A. Password Details**

**User ID** – This will be generated by the system (Eg: ITDU555444) and will be sent to the user by an email alongwith an activation link.

**Password** – Mandatory field can be between 8 – 14 characters, alphanumeric and should contain at least one special character.

- **Confirm Password** – Mandatory field. The user has to enter the same password as entered in the ‘Password’ field above.
- **Primary Secret Question** – Mandatory field. The user needs to select any one question from the drop down list.
- **Primary Secret Answer** – Mandatory field.
- **Secondary Secret Question** – Mandatory field. The user needs to select any one question from the drop down list.
- **Secondary Secret Answer** – Mandatory field.

## **B. Personal Details**

1. **PAN** – A Valid PAN.
2. **Designation** – Mandatory field.
3. **Surname** – Mandatory field and must be as per the PAN details.
4. **First Name** – Not a mandatory field and must be as per the PAN details.
5. **Middle Name** – Not a mandatory field and must be as per the PAN details.
6. **Date of Birth** – Mandatory field and must be as per the PAN details.

## **C. Contact Details**

1. **Landline Number** – Not a mandatory field.
2. **Mobile Number** – Mandatory field.
3. **Alternate Mobile Number** – Not a mandatory field.
4. **Email ID** – An auto-filled field.
5. **Alternate Email ID** – Not a mandatory field.
6. **Fax Number** – Not a mandatory field.

## D. Captcha Code

This is a mandatory field where the user needs to type the code which appears on the screen.

**Registration Form - ITD Registration**

Step 1: Enter Basic Details      **Step 2: Registration Form**      Step 3: Registration Successful

---

**User ID**

**Password Details**

**Password \***  Zero Length

**Confirm Password \***

**Primary Secret Question \***

**Primary Secret Answer \***

**Secondary Secret Question \***

**Secondary Secret Answer \***

**Personal Details**


**Surname \***

**Middle Name**

**First Name**

**Designation \***

**PAN \***

**Date of Birth (DD/MM/YYYY) \***  

**Contact Details**

**Landline Number**

**Mobile Number \***



**Alternate Mobile Number**

**E-mail ID \***

**Alternate E-mail ID**

**Fax Number**

**Captcha Code**

**Image**  

**Enter the number as in above image \***

## Registration Form - ITD Registration

---

Step 1: Enter Basic Details

Step 2: Registration Form

Step 3: Registration Successful

Thank you for registering with e-Filing. Your Transaction ID is 1000095633 .

Your Registration request has been sent to the e-Filing Administrator for approval. However, please send an email to [jagadeesan@incometaxindia.gov.in](mailto:jagadeesan@incometaxindia.gov.in) with the following details to approve your request for registration.

1. Employee Number
2. Employee Name
3. Designation
4. Charge
5. Range/CIT/CCIT
6. DOB of the employee
7. PAN of the employee.

On approval, your account will be activated and notification will be sent alongwith your User ID.

The registration workflow moves to e-Filing Admin and post review, the request is approved.

After approval, the user will receive the User ID via the registered email and a notification is sent via SMS.

## ITD USER FEATURES

### Pre- requisites

- ITD User should be logged into Intranet.
- ITD User should be registered in e-Filing application and should have a valid UserID and Password

### Login

Type in the URL ( <https://incometaxindiaefiling.gov.in/e-Filing> ) of e-Filing application in the browser.

Click on "Login Here" button.

### Login

User ID \*

Password \*

Login

[Forgot Password?](#)

New Users?

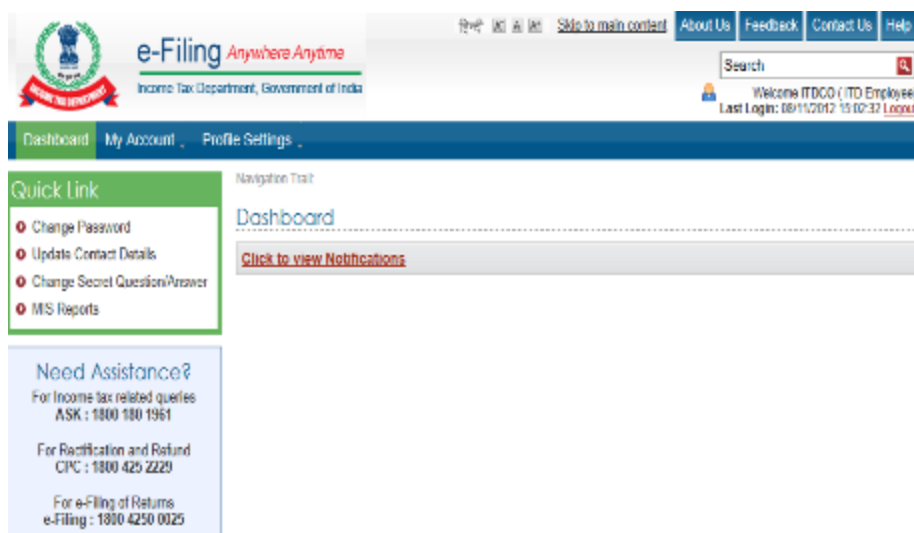
[Register Now](#)

[Resend Activation Link](#)

Enter the User ID and Password and click on "LOGIN" button.



# User Manual for ITD User



The user will be able to view the Dashboard in the Login homepage. This page also has in the menu - My Account and Profile Settings. Quick links are provided on the left side of the application.

The top right corner of the application will let the User know the 'Last Login' (last access date and time). There are other links like -

- About us
- Feedback
- Contact Us
- Help

## Quick Links

The following links will help the user to navigate quickly to the desired functionality. A detailed description of the links is addressed in the later sections

- Change Password
- Update Contact Details
- Change Secret Question/Answer
- MIS Reports

## Dashboard

Navigation Trail:

Dashboard

[Click to view Notifications](#)

Transaction Id	Activity	Date
1000071567	Secret Question Updated	02/11/2012
1000067692	Password Changed	29/10/2012
1000067616	Password Changed	29/10/2012
1000052370	Password Changed	25/09/2012

"Dashboard" is the first menu, which displays the latest notifications. Click on the link "Click to view Notifications" to see the notifications. These are the modifications done on the User profile.

## My Account



" My Account " is the second menu.

List of "My Account" functionalities available for the ITD User are-

- e-Filed Returns/Forms
- Status of Returns/Forms
- Refund/Demand Status
- Rectification Status
- Outstanding Tax Demand
- View 26AS
- Tax Credit Mismatch

These functionalities will help in checking the details of assessee pertaining to the jurisdiction the user belongs.

## e-Filed Returns/Forms

View Forms

PAN of the Assessee \*

In My Account, click on e-Filed Returns/Forms. Enter a valid PAN of the assessee. Click on "Submit" button.

View Returns/Forms

A.Y.	PAN	Filed On	ITR / Form	Type	Ack. No.	Status
2012-13	AAACA1010N	20/02/2013	ITR-5	Original	567355420200213	Return Uploaded

Note :  
1.To download/view the ITR/FORM/XML/ITR-V/ITR-V Receipt, Please click on the Acknowledgement Number.

# User Manual for ITD User

The User can view the e-filing done for latest three assessment years. The User should click on the link "Ack No".

Details Of Acknowledgement Number - 567347990171112					
PAN	AAAPA1234A	ITR/Form	ITR-1	Assessment Year	2011
Filing Type	Original	Acknowledgement Number		567347990171112	
Date	Activity / Status	Downloads / Status Description			
17/11/2012	Return Uploaded	<a href="#">ITR-V / Acknowledgement</a> <a href="#">XML</a> <a href="#">ITR/Form</a>			

A new window pops up with the following links. User has to click on the links to open the desired details

- 1) ITR-V / Acknowledgment link to download the ITR-V.
- 2) XML File link to download the xml filed by the user.
- 3) ITR/Form link to download the ITR in PDF format.

## Status of Returns/Forms

Status of Returns/Forms

PAN \*

Assessment Year \* Select

In My Account, click on Status of Returns/Forms. Enter a valid PAN of the assessee and Assessment year. Click on "Submit" button.

Status of Returns/Forms

Assessment Year	PAN	Date of Filing	Form Name	Filing Type	Ack. No.	Status
2012-13	AAAPA0759G	28/10/2012	ITR-1	Original	567342320201012	ITR received

The User can view the status of e-filing done by the assessee for the selected assessment year.

## Refund/Demand Status

Refund/Demand Status

PAN \*

In My Account, click on Refund/Demand Status. Enter a valid PAN of the assessee. Click on "Submit" button.

The User can view the status of Refund/Demand of the assessee based on AY selected.

Refund/Demand Status

Refund Status Details		
PAN	Assessment Year	Status
PERPA494N	2012-13	Refund Unpaid

## Rectification Status

**Rectification Status**

PAN of the Assessee \*

Assessment Year \*

In My Account, click on Rectification Status. Enter valid PAN of the assessee and the Assessment Year. Click on "Submit" button.

**Rectification Status**

Rectification Status Details							
PAN	A.Y.	ITR Name	Rectification Reference No.	Rectification date	CPC Order	Date	Status
AAAFZ1988G	2012-13	ITR-5	100105380200213	20/02/2013	CPC/1213/15/1211995989	23/12/2012	Submitted <a href="#">Click here to withdraw</a>

\*Please note that the withdrawal of rectification request is permitted only within 7 days of e-filing of relevant rectification request. In case the Bank Account Number has changed, then the Rectification Reference Number will be generated and acknowledgment available only after the response sheet received at CPC, Bangalore.

The User can view the status of rectification of the assessee based on AY selected.

## Outstanding Tax Demand

**Outstanding Tax Demand**

PAN \*

The records of Outstanding Tax Demand are as per the data available at CPC, Bengaluru.

In My Account, click on Outstanding Tax Demand. Enter a valid PAN of the assessee Click on "Submit" button and the details are displayed.

**Outstanding Tax Demand Status**

PAN	Assessment Year	Section Code	Demand Identification Number (DIN)	Date of Demand	Outstanding Demand Amount (INR)
AAAPA1234A	2012	143	45444545454544	17/11/2012	5454

## Tax Credit Mismatch

**Tax Credit Mismatch**

PAN of the Assessee \*

Assessment Year \*

## User Manual for ITD User

In My Account, click on Tax Credit Mismatch. Enter valid PAN of the assessee and the Assessment Year. Click on "Submit" button.

### Tax Credit Mismatch

PAN : AAFFZ1988G AY : 2012-13 As on 20/02/2013						
S.No.	TAN	DEDUCTOR-NAME	TDS/TCS CLAIM AMOUNT	AMOUNT(₹) AVAILABLE IN 26AS		
1	LKJH09876Y	INVALID TAN	66456	0		
2	LKJJ09876G	INVALID TAN	35444	0		

S.No.	CHALLAN CLAIM IN E-RETURN (AY 2012-13)			DATA AVAILABLE IN E-FILING (AY 2012-13)		
	BSR CHALLAN DEPOSIT DATE	CHALLAN SEQUENCE NUMBER	CHALLAN AMOUNT(₹)	BSR CHALLAN DEPOSIT DATE	CHALLAN SEQUENCE NUMBER	CHALLAN AMOUNT(₹)
No mismatch						

Back

The User can view the tax credit mismatch of the assessee based on AY selected.

## View 26AS

### View Form 26AS (Tax Credit)

PAN of the Assessee *	<input type="text"/>
<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

In My Account, click on View 26AS. Enter a valid PAN of the assessee. Click on "Submit" button and the user is directed to TDS CPC website to view Form 26AS details.

## Profile Settings



"Profile Settings" is the third menu.

The lists of functionalities available for the ITD are

- Change Password
- Change Secret Question(s) / Answer(s)
- Update Contact Details
- View My Profile

## Change Password

Change Password

Old Password *	<input type="password"/>	
New Password *	<input type="password"/>	Zero Length
Confirm Password *	<input type="password"/>	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

In Profile Settings, Click on Change Password.

Enter the old password, new password and retype the new password to confirm and click on "Submit" button. On successful validation, password is changed and success message is displayed.

### Success

- ✓ Your password has been updated successfully and the Transaction ID is: 1000077641. In case of any queries, please contact 1800 4250 0025.

**Note:** New Password cannot be same as the previous three Passwords.

## Change Secret Question(s) / Answer(s)

Change Secret Question(s) / Answer(s)

Primary Secret Question *	What is your first school name? ▾
Primary Secret Answer *	aaa
Secondary Secret Question *	What is your pet name? ▾
Secondary Secret Answer *	bbb
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

In Profile Settings, Click on Change Secret Question(s) / Answer(s). Update the secret question(s) and answer(s) and click on "Submit" button. After successful validation, details are updated and success message is displayed.

## Update Contact Details

Update Contact Details

Contact Details	
Landline Number	+91 <input type="text"/>
Mobile Number *	+91 9999999999
Alternate Mobile Number	+91 <input type="text"/>
E-mail ID *	delu@lqf.in
Alternate E-mail ID	<input type="text"/>
Fax Number	+91 <input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

In Profile Settings, Click on Update Contact Details. The existing details will be available. User can change any/all of the details (phone number, mobile number, Email- ID) and click on "Submit" button.

### Success

- ✓ Your contact details has been updated successfully and the Transaction ID is: 1003475571. In case of any queries, please contact 1800 4250 0025.

# User Manual for ITD User

After successful validation details are updated and success message is displayed.

## View My Profile

View My Profile	
Personal Details	
User ID	ITDU873707
First Name	
Middle Name	
Surname	PRIVESH
PAN	LOAP80093H
Date of Birth	20/10/1962
Designation	aa8aa
Contact Details	
Landline Number	+91-66-89708999
Mobile Number	+91-9738369147
Alternate Mobile Number	
E-mail ID	sgndsh@qfz.in
Alternate E-mail ID	
Fax Number	
Other Details	
Activation Date	21/08/2012 00:00:00
Status	Active
Alert Flag	N

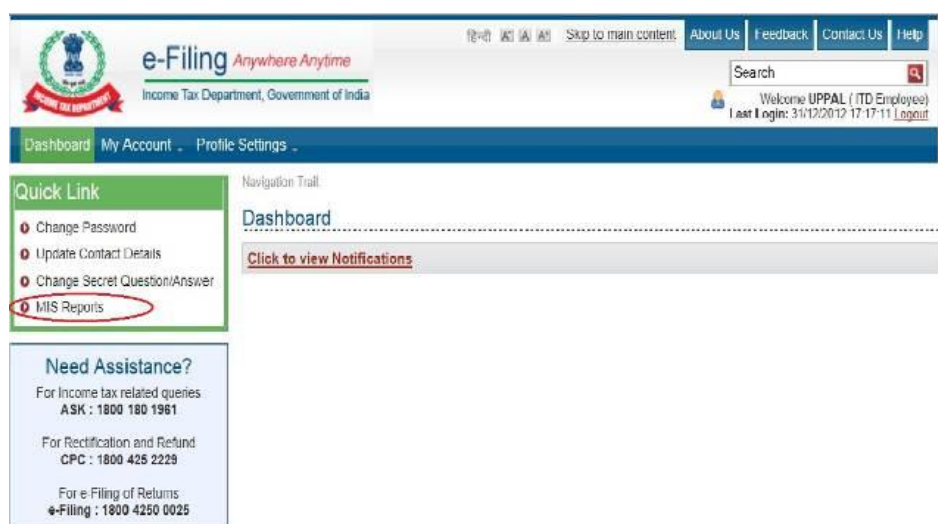
To know the details filled during registration, the user may go to Profile Settings and Click on View My Profile. The details are displayed.

## MIS REPORTS

### Important Note:

- All reports are based on e-Filing only.
- **Reports are best viewed in Internet Explorer version 8 and above. To view the reports you have to install 'MSI installer' for the first time.**
- **To view the reports in Mozilla Firefox or Google Chrome, user has to install 'IE Tab'.**
- Depending on the role, the list of MIS reports are displayed in the application. Click on the desired report, enter the parameters (Start and end dates/AY/MONTH) to view the reports.
- For the Reports based on Unique PAN, if Original as well as Revised returns are filed, only latest Return is considered.

MIS Reports are provided in the intranet and to ITD employees only. Post login the users will be able to see a link called 'MIS Reports' in the left side under Quick Links as shown below.



Click on the 'MIS Reports' link to view the reports. The list of reports will be displayed based on the employee 'Role'.



# User Manual for ITD User

**Quick Link**

- Change Password
- Update Contact Details
- Change Secret Question/Answer
- MIS Reports

**Need Assistance?**

For Income tax related queries  
ASK : 1800 180 1961

For Rectification and Refund  
CPC : 1800 425 2229

For e-Filing of Returns  
e-Filing : 1800 4250 0025

Navigation Trail:

## MIS Report List



### Note:

1. All reports are based on e-Filing data.
2. Depending on the role of the user, the list of MIS reports are displayed. Click on the desired report, enter the parameters (Start and end dates/AY) to view the reports.
3. For the Reports based on Unique PAN, if Original as well as Revised returns are filed, only one latest Return is considered.
4. Reports are best viewed in Internet Explorer. To view the reports you have to install 'MSI installer' for the first time. [Click here](#) to download.

### MIS Reports List

- |   |  |
|---|--|
| <a href="#">CAP_II_Report_eReturn</a>                         | <a href="#">Details_of_Depreciation_Schedule_PAN_Wise</a>        |
| <a href="#">Details_of_Refund_Adjustments</a>                 | <a href="#">Details_of_Return_Processed_Under_Section_143(1)</a> |
| <a href="#">Details_of_e-Filed_returns_with_refund_claims</a> | <a href="#">Form_Other_Than_ITR_filing_Summary</a>               |
| <a href="#">Forms_Other_Than_ITR_submission_Summary</a>       | <a href="#">ITR_Filing_with_Income_Details</a>                   |
| <a href="#">List_of_ITR-Vs_not_received</a>                   | <a href="#">List_of_Stop_Filers_of_e-Filing</a>                  |
| <a href="#">PAN_wise_Details_of_Foreign_Assets</a>            | <a href="#">Processing_Pendency_Report</a>                       |
| <a href="#">Processing_under_Section_143(1)_Summary</a>       | <a href="#">Rectification_order_Summary</a>                      |
| <a href="#">Rectification_under_Section_154_Status</a>        | <a href="#">Refund_Status_Summary_at_e-Filing</a>                |
| <a href="#">Registration_Summary_of_TaxPayers</a>             | <a href="#">Returns_ITR_Submission_summary</a>                   |

From the list of reports displayed, click on the report name. Based on the user selection (Start date and End date/Assessment year) the report is displayed.

**Quick Link**

- Change Password
- Update Contact Details
- Change Secret Question/Answer
- MIS Reports

**Need Assistance?**

For Income tax related queries  
ASK : 1800 180 1961

For Rectification and Refund  
CPC : 1800 425 2229

For e-Filing of Returns  
e-Filing : 1800 4250 0025

Navigation Trail:

## MIS Report List



### Note:

1. All reports are based on e-Filing data.
2. Depending on the role of the user, the list of MIS reports are displayed. Click on the desired report, enter the parameters (Start and end dates/AY) to view the reports.
3. For the Reports based on Unique PAN, if Original as well as Revised returns are filed, only one latest Return is considered.
4. Reports are best viewed in Internet Explorer. To view the reports you have to install 'MSI installer' for the first time. [Click here](#) to download.

### MIS Reports

- |  |  |
|--|--|
| <a href="#">CAP_II_Report_eReturn</a>                            | <a href="#">Details_of_Depreciation_Schedule_PAN_Wise</a>        |
| <a href="#">Details_of_Return_Processed_Under_Section_143(1)</a> | <a href="#">Form_Other_Than_ITR_filing_Summary</a>               |
| <a href="#">ITR_Filing_with_Income_Details</a>                   | <a href="#">List_of_Stop_Filers_of_e-Filing</a>                  |
| <a href="#">List_of_ITR-Vs_not_received</a>                      | <a href="#">Processing_Pendency_Report</a>                       |
| <a href="#">PAN_wise_Details_of_Foreign_Assets</a>               | <a href="#">Rectification_order_Summary</a>                      |
| <a href="#">Processing_under_Section_143(1)_Summary</a>          | <a href="#">Refund_Status_Summary_at_e-Filing</a>                |
| <a href="#">Rectification_under_Section_154_Status</a>           | <a href="#">Returns_ITR_Submission_summary</a>                   |
| <a href="#">Registration_Summary_of_TaxPayers</a>                | <a href="#">Summary_of_Deduction_under_Sec_10A_10AA_10B_10BA</a> |
| <a href="#">Summary_of_Carry_Forward_of_Losses</a>               |  |

Start Date : 01/04/2012

End Date : 28/02/2013

View Report

Cancel

Below is the list of MIS Reports available based on roles

## **AO**

- Form other than ITR Filing Summary
- CAP II Report eReturn
- Details of Depreciation Schedule PAN Wise
- Details of e-Filed returns with refund claims
- Details of Refund Adjustments
- Details of Return processed under section 143(1)
- Forms other than ITR Submission Summary
- ITR Filing with Income details
- List of ITR-Vs not received
- List of Stop Filers of e-Filing
- Processing Pendency Report
- Processing under section 143(1) Summary
- Rectification Order Summary
- Rectification under section 154 Status
- Refund status summary at e-Filing
- Registration Summary of Tax Payers
- Returns ITR Submission Summary
- Summary of Carry forward of losses
- Summary of deduction under section 10A 10AA 10B 10BA
- Summary of deductions claimed under chapter VI A
- Summary of deductions claimed under section 35AC
- Summary of Exempt Income
- Summary of Filing Status
- Summary of Foreign Assets
- Summary of Income from Capital Gains
- Summary of ITR-V Status
- Summary of Outstanding Tax Demand Status

## **CCIT, CIT and RANGE**

- Form other than ITR Filing Summary
- Forms other than ITR Submission Summary
- Processing under section 143(1) Summary
- Rectification Order Summary
- Rectification under section 154 Status
- Refund status summary at e-Filing
- Registration Summary of Tax Payers
- Returns ITR Submission Summary
- Summary of Carry forward of losses
- Summary of deduction under section 10A 10AA 10B 10BA
- Summary of deductions claimed under chapter VI A
- Summary of Filing Status
- Summary of Foreign Assets
- Summary of ITR-V Status
- Summary of Income from Capital Gains
- Summary of deductions claimed under section 35AC
- Non Resident Tax Payers Profile (Only for CCIT)
- ITR Filing with Income details (Only for RANGE and AO)

Reports are available in two formats.

## Standard Report :

This is consolidated report, which gives a high level view of the report.

<div> <div>1</div> <div>2</div> <div>3</div> </div> <div>ITR-V Status between 01-AUG-2012 to 10-JAN-2013 – Data updated on 16-NOV-2012</div>					
<div> <div>4</div> <div>5</div> </div> <div>Role : AO DC/AC CIR 2(1) NGP NGP - C - 2 - 1</div>					
<div>6</div> <div>Analysis Report</div>					
ITR Type	ITR w/o DSC (1)	Received			Not Received (1-2)
		Accepted	Rejected	Total (2)	
ITR-1	8	5	0	5	3
ITR-2	15	7	0	7	8
ITR-3	17	12	0	12	5
ITR-4	21	12	0	12	9
ITR-4S	1	0	0	0	1

In the above image

'1' defines the 'Start date' entered by the user,

'2' defines the 'End date' entered by the user,

'3' defines the data updated date (Data Refreshed date),

'4' defines the role of the user,

'5' defines the name of the user and

'6' is the 'Analysis Report' link. Click on the '**Analysis Report**' link in the top right side to view the Analysis report.

## Analysis report :

S.No.	PAN	NAME OF THE ASSESSEE	ITR TYPE	ASSESSMENT YEAR	DATE OF FILING	REVISED / ORIGINAL	TOTAL INCOME (INR)	REFUND / DEMAND / NONR
1	AAAFH480	INDIA TEXTILE CORPORATION	ITR-5	2012	23-11-2012	ORIGINAL	44,290.00	NONR
2	AAAH433K	ASHOK KUMAR KOTHARI HUF	ITR-4	2012	17-12-2012	ORIGINAL	5,64,900.00	NONR
3	AAAH953M	BALWANTRAJ HANSRAJ	ITR-2	2012	10-11-2012	ORIGINAL	1,91,600.00	NONR
4	AAAH33270	C BASTMAL MERLECHA	ITR-2	2012	10-12-2012	ORIGINAL	1,87,540.00	NONR
5	AAAH337EK	ASHOK KUMAR DHOKA	ITR-4	2012	26-12-2012	ORIGINAL	4,89,890.00	NONR
6	AAAHF138N	FAGARAM CHOUDHARY HUF	ITR-2	2012	12-01-2013	ORIGINAL	1,89,183.00	NONR
7	AAAH2020L	S V GOPALAKRISHNA & SON	ITR-2	2012	24-12-2012	ORIGINAL	1,58,640.00	REFUND
8	AAAH3324Q	FATHARAJ GERLOT HUF	ITR-2	2012	31-01-2013	ORIGINAL	3,59,720.00	NONR
9	AAAH3322P	GOUTAM CHAND BANIA HUF	ITR-4	2012	23-11-2012	ORIGINAL	3,26,090.00	REFUND
10	AAAHJ774C	JOGARAJ JETHAJI HUF	ITR-2	2012	31-10-2012	ORIGINAL	1,76,130.00	NONR
11	AAAHK326J	RAJESH KUMAR JAIN - HUF	ITR-2	2012	28-01-2013	ORIGINAL	9,36,590.00	NONR
12	AAAHK972B	KARTIKEY BHERUSINGH PURHOT HUF	ITR-2	2012	21-11-2012	ORIGINAL	1,86,550.00	REFUND
13	AAAHJ7707	LALIT KUMAR BHANDARI HUF	ITR-2	2012	24-12-2012	ORIGINAL	1,84,672.00	REFUND
14	AAAHM575L	KANTILAL H MEHTA	ITR-4	2012	23-11-2012	ORIGINAL	3,54,390.00	NONR
15	AAAHN6123P	Nathmal Nammal	ITR-4	2012	28-12-2012	ORIGINAL	6,96,937.00	DEMAND
16	AAAHN6124L	Namntamal Jan HUF	ITR-2	2012	11-10-2012	ORIGINAL	1,81,772.00	DEMAND
17	AAAHN670Q	NIRAJ KUMAR DOSHI	ITR-2	2012	21-12-2012	ORIGINAL	2,22,000.00	REFUND
18	AAAHN705A	UNESH BAKSH (HUF)	ITR-2	2012	05-01-2013	ORIGINAL	1,77,710.00	NONR
19	AAAHN934Q	ITTAM CHAND HUF	ITR-2	2012	24-01-2013	ORIGINAL	1,72,130.00	NONR
20	AAAP7325C	SAVIO EDWARDS	ITR-4	2012	29-11-2012	ORIGINAL	2,31,360.00	REFUND
21	AAAP553F	KALAVATHI FUTARIAL ESTATE	ITR-1	2012	25-01-2013	ORIGINAL	64,000.00	NONR
22	AAAP8430L	INDU	ITR-2	2012	18-10-2012	ORIGINAL	1,96,910.00	REFUND
23	AAAPV095A	VINAYAKA LODGE	ITR-5	2012	28-11-2012	ORIGINAL	3,88,070.00	NONR
24	AAAH1400K	AMAR CHAND SOHANILAL MEHTA HUF	ITR-2	2012	13-10-2012	ORIGINAL	2,13,937.00	NONR
25	AAAH6552N	ANILAKHAND DHANRAJ	ITR-4	2012	04-12-2012	ORIGINAL	1,76,680.00	NONR
26	AAAH3376C	CHAIMPAL BHEEKAMCHAND SOLANKI - HUF	ITR-2	2012	12-12-2012	ORIGINAL	2,53,320.00	REFUND
27	AAAH3326H	Sugam Tegam HUF	ITR-2	2012	25-10-2012	ORIGINAL	2,07,002.00	REFUND
28	AAAH3328Q	CHOUDHARY HUF YADARAJJI GANESHRAJ	ITR-2	2012	06-12-2012	ORIGINAL	1,85,260.00	REFUND
29	AAAH3371P	CHAIMPAL JAIN HUF	ITR-4	2012	13-10-2012	REVISED	4,88,470.00	REFUND

This is a drill down report, which will display the details in multiple rows. Eg: For AO this Analysis report will be PAN wise and For CCIT the summary can be drilled down to CIT level. The user has to click on the '+' icon. The summary for each individual CIT will be displayed below the code.

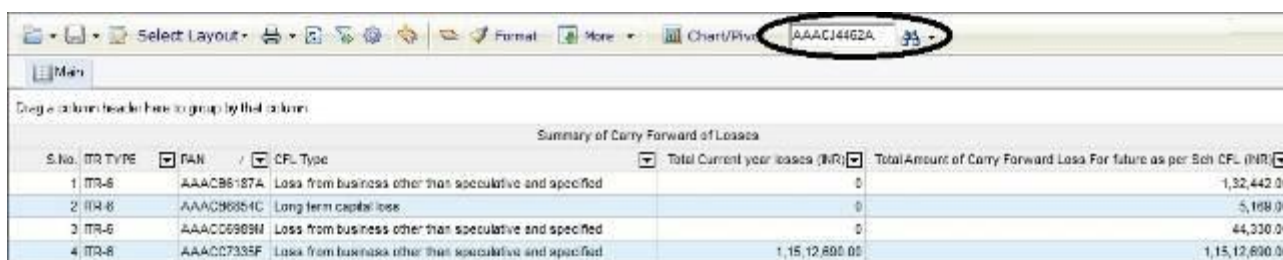
The Analysis Report has further features:

### Filter by data:

S.No.	ITR TYPE	PAN NO.	CFL Type	Total Current year losses (INR)	Total Amount of Carry Forward Loss For future as per Sec 71(1)
1	ITR-2	ARQPR5004F		897.00	897.00
2	ITR-2	ADVP00638D		0	1,865.00
3	ITR-2	ADCPM2350J		5,49,136.00	17,04,810.00
4	ITR-2	ADAPC9619C		0	16,10,733.00
5	ITR-2	ADAPC9620P		0	9,05,335.00
6	ITR-2	ADAPC9673Q		0	18,11,108.00
7	ITR-2	AFBPC5047H		0	2,23,105.00
8	ITR-2	AFJRK9489C		14,040.00	1,18,119.00
9	ITR-2	ADCPH1218Q		0	50,600.00
10	ITR-2	AASPC0163A		0	9,40,830.00
11	ITR-2	AFUPK7627J		12,138.00	12,138.00

As shown in the Figure, to filter the data click on the dropdown as shown in the figure. This will display the entire list, select the parameter on which you want to filter and then click on 'OK'.

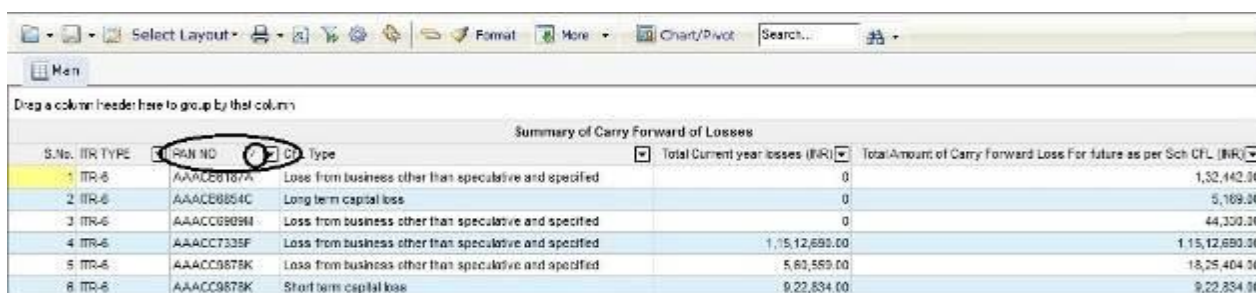
## Search content:



S.No.	ITR TYPE	PAN	CFL Type	Total Current year losses (INR)	Total Amount of Carry Forward Loss For future as per Sch CFL (INR)
1	ITR-6	AAACB6187A	Loss from business other than speculative and specified	0	1,32,442.00
2	ITR-6	AAACB6854C	Long term capital loss	0	5,169.00
3	ITR-6	AAACC6989M	Loss from business other than speculative and specified	0	44,330.00
4	ITR-6	AAACC7335F	Loss from business other than speculative and specified	1,15,12,690.00	1,15,12,690.00

To search for a PAN, select the PAN from the filter list, as mentioned in Figure.

## Ascending and Descending order:

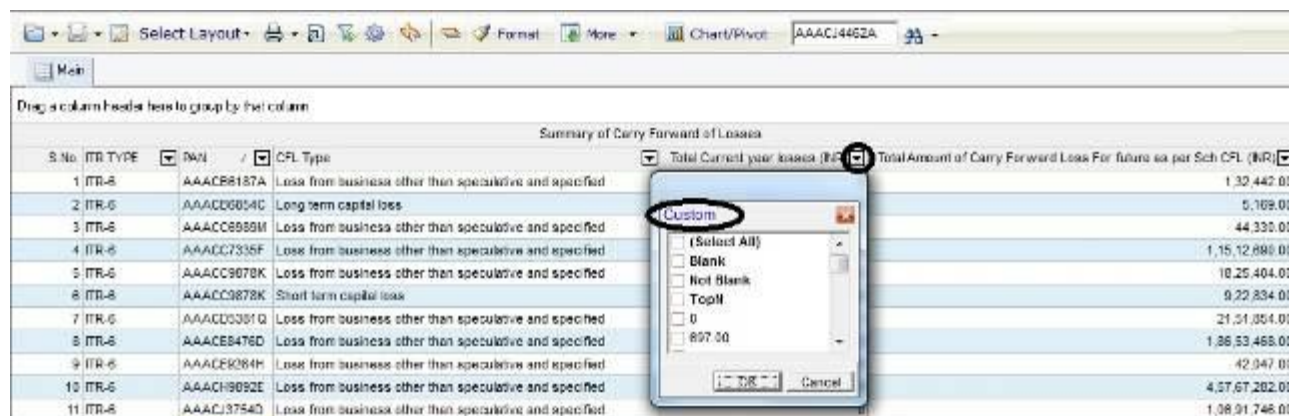


S.No.	ITR TYPE	PAN NO	CFL Type	Total Current year losses (INR)	Total Amount of Carry Forward Loss For future as per Sch CFL (INR)
1	ITR-6	AAACB6187A	Loss from business other than speculative and specified	0	1,32,442.00
2	ITR-6	AAACB6854C	Long term capital loss	0	5,169.00
3	ITR-6	AAACC6989M	Loss from business other than speculative and specified	0	44,330.00
4	ITR-6	AAACC7335F	Loss from business other than speculative and specified	1,15,12,690.00	1,15,12,690.00
5	ITR-6	AAACC9878K	Loss from business other than speculative and specified	5,60,569.00	18,25,404.00
6	ITR-6	AAACC9878K	Short term capital loss	9,22,834.00	9,22,834.00

To arrange the order of any column, just click on that column name once to sort in ascending order and click again to sort in descending order.

Eg: To sort the PAN column in ascending order, just click on the column name 'PAN NO' and to sort in descending order, click again on the same column name.

## Custom filter data:



S.No.	ITR TYPE	PAN	CFL Type	Total Current year losses (INR)	Total Amount of Carry Forward Loss For future as per Sch CFL (INR)
1	ITR-6	AAACB6187A	Loss from business other than speculative and specified	0	1,32,442.00
2	ITR-6	AAACB6854C	Long term capital loss	0	5,169.00
3	ITR-6	AAACC6989M	Loss from business other than speculative and specified	0	44,330.00
4	ITR-6	AAACC7335F	Loss from business other than speculative and specified	1,15,12,690.00	1,15,12,690.00
5	ITR-6	AAACC9878K	Loss from business other than speculative and specified	5,60,569.00	18,25,404.00
6	ITR-6	AAACC9878K	Short term capital loss	9,22,834.00	9,22,834.00
7	ITR-6	AAACD3381Q	Loss from business other than speculative and specified	0	21,51,854.00
8	ITR-6	AAACB476D	Loss from business other than speculative and specified	0	1,86,53,468.00
9	ITR-6	AAACB684H	Loss from business other than speculative and specified	0	42,947.00
10	ITR-6	AAACI9092E	Loss from business other than speculative and specified	4,57,67,282.00	4,57,67,282.00
11	ITR-6	AAACJ3754D	Loss from business other than speculative and specified	0	1,08,91,748.00

As shown above image, click on the dropdown icon to filter the data and click on 'Custom' to apply custom filter.

(Eg: To display the data which is having Total current year losses in between 10 lacs to 1 crore) etc.

Select the appropriate option from the drop down as shown below image and then click on 'OK'.



# User Manual for ITD User

Drag a column header here to group by that column:

Summary of Carry Forward of Losses

S.No.	ITR TYPE	PAN	CFL Type	Total Current year losses (INR)	Total Amount of Carry Forward Loss For future as per Sch CFL (INR)
1	ITR-8	AAACB8187A	Loss from business other than speculative and specified	0	1,37,442.00
2	ITR-8	AAACB8854C	Long term capital loss	0	5,169.00
3	ITR-8	AAACB8889M	Loss from business other than speculative and specified	0	44,330.00
4	ITR-8	AAACC7335F	Loss from business other than speculative and specified	1,15,12,690.00	1,15,12,690.00
5	ITR-8	AAACB8873K	Loss from business other than speculative and specified	18,25,404.00	18,25,404.00
6	ITR-8	AAACB8873K	Short term capital loss	9,22,834.00	9,22,834.00
7	ITR-8	AAACD5381Q	Loss from business other than speculative and specified	21,51,854.00	21,51,854.00
8	ITR-8	AAACB8478D	Loss from business other than speculative and specified	1,86,53,468.00	1,86,53,468.00
9	ITR-8	AAACB8889M	Loss from business other than speculative and specified	42,047.00	42,047.00
10	ITR-8	AAACB8889M	Loss from business other than speculative and specified	4,57,87,282.00	4,57,87,282.00
11	ITR-8	AAACB8889M	Loss from business other than speculative and specified	1,06,81,740.00	1,06,81,740.00
12	ITR-8	AAACB8889M	Loss from business other than speculative and specified	1,07,82,824.00	1,07,82,824.00
13	ITR-8	AAACB8889M	Loss from business other than speculative and specified	50,578.00	50,578.00
14	ITR-8	AAACB8889M	Long term capital loss	2,29,58,606.00	2,29,58,606.00
15	ITR-8	AAACB8889M	Loss from business other than speculative and specified	1,71,290.00	1,71,290.00

Custom Filter

Total Current year losses (INR)

is greater than 1000000

And Or

is less than 10000000

OK Cancel

## Export data:

After viewing the data to export to other formats like Excel, pdf etc, use the option as shown in the following screenshots and click Finish.

## In Analysis Report:

Drag a column header here to group by that column:

Summary of Carry Forward of Losses

S.No.	ITR TYPE	PAN	CFL Type	Total Current year losses (INR)	Total Amount of Carry Forward Loss For future as per Sch CFL (INR)
1	ITR-8	AAACB8187A	Loss from business other than speculative and specified	0	1,37,442.00
2	ITR-8	AAACB8854C	Long term capital loss	0	5,169.00
3	ITR-8	AAACB8889M	Loss from business other than speculative and specified	0	44,330.00
4	ITR-8	AAACC7335F	Loss from business other than speculative and specified	1,15,12,690.00	1,15,12,690.00
5	ITR-8	AAACB8873K	Loss from business other than speculative and specified	18,25,404.00	18,25,404.00
6	ITR-8	AAACB8873K	Short term capital loss	9,22,834.00	9,22,834.00
7	ITR-8	AAACD5381Q	Loss from business other than speculative and specified	21,51,854.00	21,51,854.00
8	ITR-8	AAACB8478D	Loss from business other than speculative and specified	1,86,53,468.00	1,86,53,468.00

More

- Highlight Color
- Conditional Formatting...
- Column Properties...
- Grid Settings...
- Date Analytics
- Report...
- E-Mail...
- Auto Save
- Best Fit All

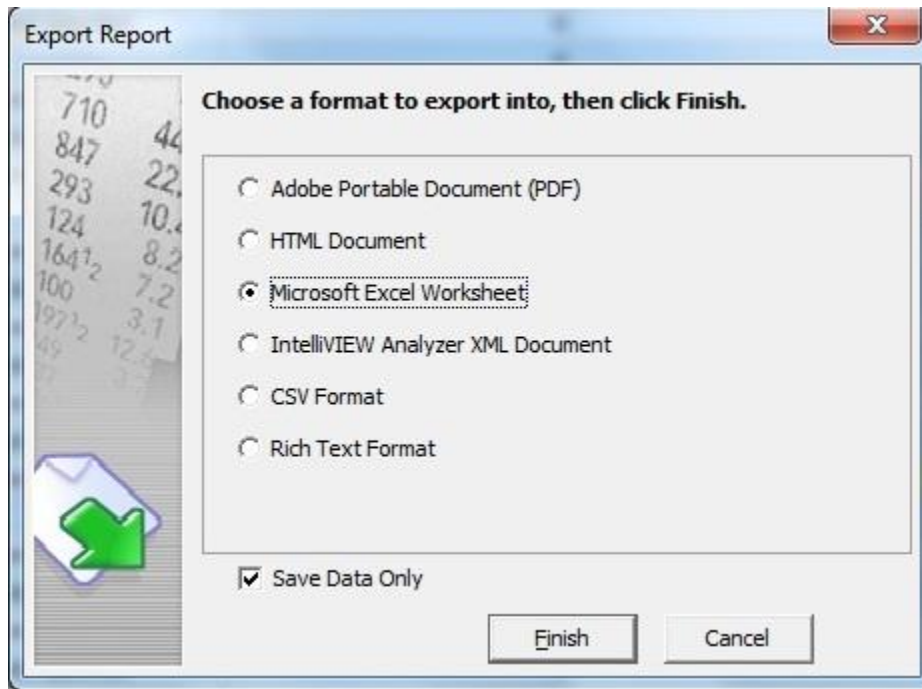
## In Standard Report:

Export

Summary of Carry Forward Losses For AY 2012-13 - Data updated on 16-NOV-2012

Role: A.O. DC/AC CIR 2(1) NGP NGP C 2 1

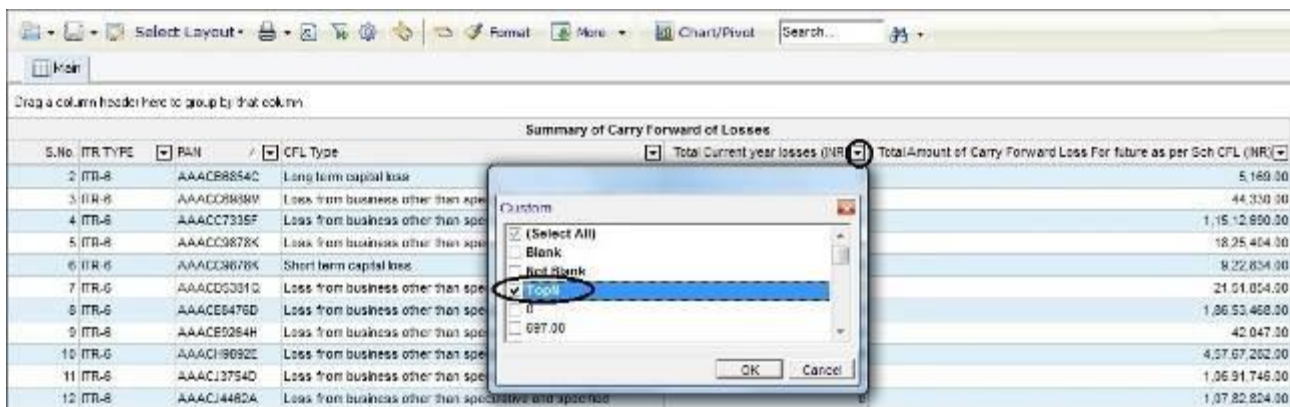
ITR Type	CFL Type	Number of cases	Total Current year losses (INR)	Total Amount of Carry Forward Loss for future as per Sch CFL (INR)
ITR-8	Long term capital loss	5	1,573,444.00	2,639,258.00



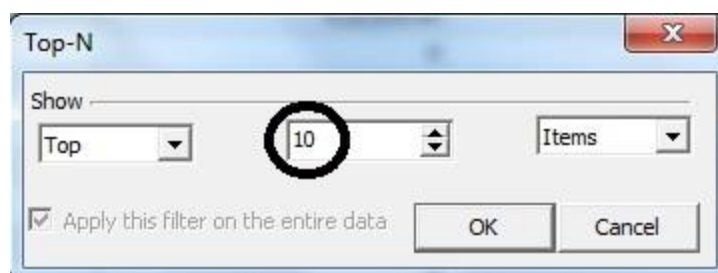
Choose the option from the list to export the report and click on 'Finish'.

## TopN values:

To display a set of range values use the 'TopN' option.



Then enter the appropriate values and click on 'OK'.



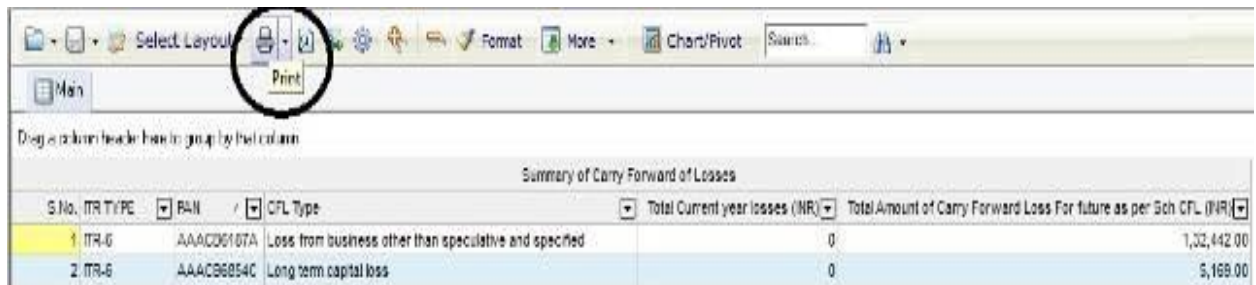
# User Manual for ITD User

After viewing the TopN values from the above option to roll back to previous step (to display all the data) just uncheck the 'TopN' option.

## Print the report:

To print the report, use the below option.

### In analysis report:



Summary of Carry Forward of Losses

S.No.	ITR Type	PAN	CFL Type	Total Current year losses (INR)	Total Amount of Carry Forward Loss For future as per Sch CFL (INR)
1	ITR-6	AAAC0610TA	Loss from business other than speculative and specified	0	1,32,442.00
2	ITR-6	AAAC06054C	Long term capital loss	0	5,169.00

### In standard report:



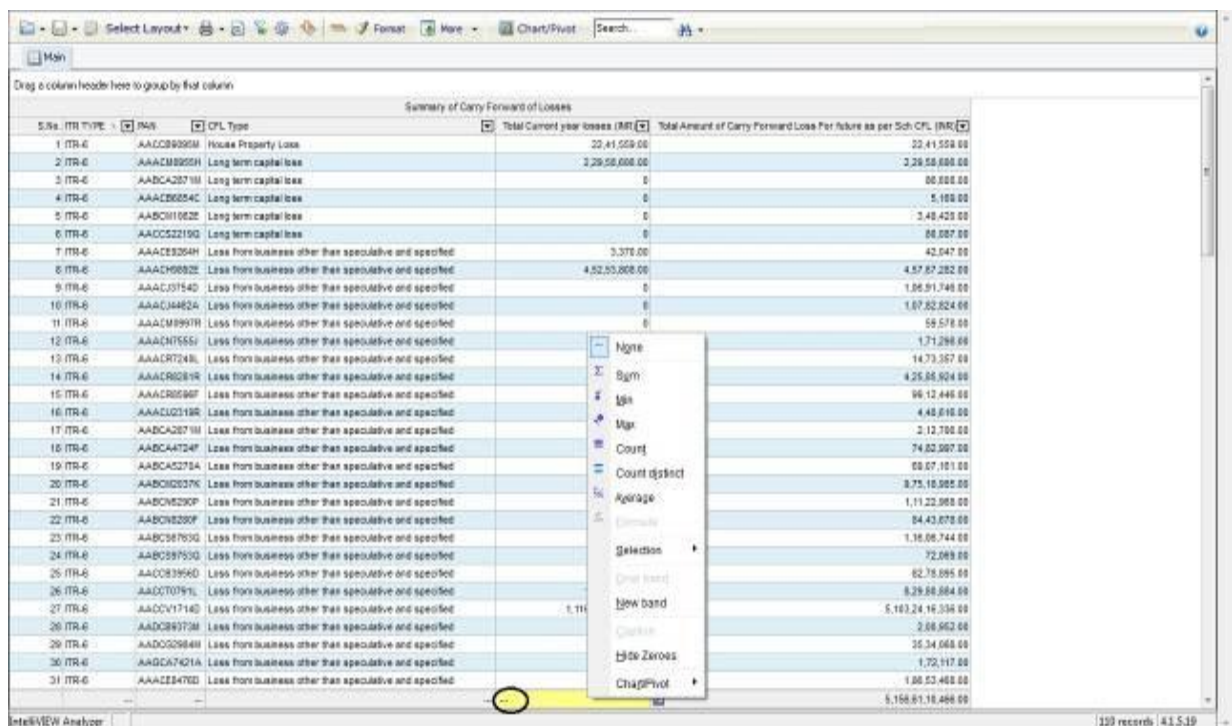
Summary of Carry Forward Lossess For AY 2012-13 -- Data updated on 16-NOV-2012

Role: AO DC/AC CIR 2(1) NGP NGP C-2-1

ITR Type	CFL Type	Number of cases	Total Current year losses (INR)	Total Amount of Carry Forward Loss For future as per Sch CFL (INR)
ITR-2	Long term capital loss	5	1,32,444.00	2,63,258.00

## Additional features in getting the data:

Getting the data from the various options as shown below.



Summary of Carry Forward of Losses

S.No.	ITR Type	PAN	CFL Type	Total Current year losses (INR)	Total Amount of Carry Forward Loss For future as per Sch CFL (INR)
1	ITR-6	AAAC06095M	House Property Loss	22,41,029.00	22,41,029.00
2	ITR-6	AAAC06095H	Long term capital loss	3,29,58,698.00	3,29,58,698.00
3	ITR-6	AAAC06207M	Long term capital loss	0	80,800.00
4	ITR-6	AAAC06054C	Long term capital loss	0	5,169.00
5	ITR-6	AAAC061062E	Long term capital loss	0	3,48,420.00
6	ITR-6	AAAC062219Q	Long term capital loss	0	80,887.00
7	ITR-6	AAAC06354H	Loss from business other than speculative and specified	3,378.00	42,047.00
8	ITR-6	AAAC060802E	Loss from business other than speculative and specified	4,52,55,808.00	4,57,87,282.00
9	ITR-6	AAAC061754D	Loss from business other than speculative and specified	0	1,86,91,748.00
10	ITR-6	AAAC064482A	Loss from business other than speculative and specified	0	1,87,62,824.00
11	ITR-6	AAAC060997H	Loss from business other than speculative and specified	0	58,576.00
12	ITR-6	AAAC061555I	Loss from business other than speculative and specified	0	1,71,288.00
13	ITR-6	AAAC061724B	Loss from business other than speculative and specified	0	14,73,357.00
14	ITR-6	AAAC060821R	Loss from business other than speculative and specified	0	4,25,85,924.00
15	ITR-6	AAAC060960F	Loss from business other than speculative and specified	0	96,12,446.00
16	ITR-6	AAAC062051R	Loss from business other than speculative and specified	0	4,48,616.00
17	ITR-6	AAAC062071M	Loss from business other than speculative and specified	0	3,12,700.00
18	ITR-6	AAAC064724F	Loss from business other than speculative and specified	0	74,82,987.00
19	ITR-6	AAAC062575A	Loss from business other than speculative and specified	0	88,07,101.00
20	ITR-6	AAAC060237K	Loss from business other than speculative and specified	0	8,75,18,985.00
21	ITR-6	AAAC062300F	Loss from business other than speculative and specified	0	1,11,22,980.00
22	ITR-6	AAAC062000F	Loss from business other than speculative and specified	0	84,43,870.00
23	ITR-6	AAAC061670G	Loss from business other than speculative and specified	0	1,18,06,744.00
24	ITR-6	AAAC061970Q	Loss from business other than speculative and specified	0	72,088.00
25	ITR-6	AAAC063956D	Loss from business other than speculative and specified	0	62,78,885.00
26	ITR-6	AAAC061079L	Loss from business other than speculative and specified	0	8,29,88,884.00
27	ITR-6	AAAC061714D	Loss from business other than speculative and specified	1,11,111.00	5,163,24,16,536.00
28	ITR-6	AAAC060973M	Loss from business other than speculative and specified	0	2,88,962.00
29	ITR-6	AAAC060984H	Loss from business other than speculative and specified	0	35,34,068.00
30	ITR-6	AAAC064721A	Loss from business other than speculative and specified	0	1,72,117.00
31	ITR-6	AAAC064702D	Loss from business other than speculative and specified	0	1,86,53,480.00

129 records | 41.519



Right click on the '...' icon to apply the special operations.

1. None: This option will result anything.
2. Sum: This will give the sum of all the data corresponding to that column.
3. Min: This will give minimum number in that column.
4. Max: This will give the maximum number in that column.
5. Count: This will give the count of the total records.
6. Count distinct: This will give the count of distinct values in that column.
7. Average: This will give the average of all the values.
8. Selection: To copy the selected content use this option and then click on 'Copy'.

## MIS REPORT FREQUENTLY ASKED QUESTIONS

### 1. What should be installed to view the reports for the first time?

MSI Installer needs to be installed to view the reports. This can be downloaded from the portal. To install this user must need admin privileges.

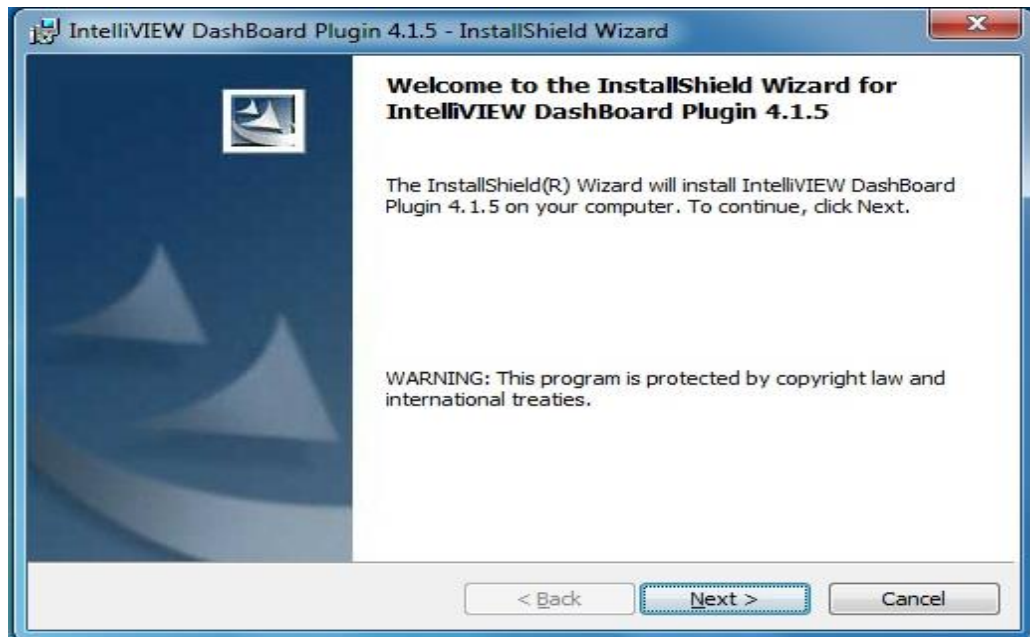
Steps to install MSI installer:

Step 1: Download MSI installer from the portal on post login.

Step 2: Double click on the '[MIS\\_Setup.msi](#)' set up file. And then click on the 'Run' button.



Step 3 : Click on 'Next' button.



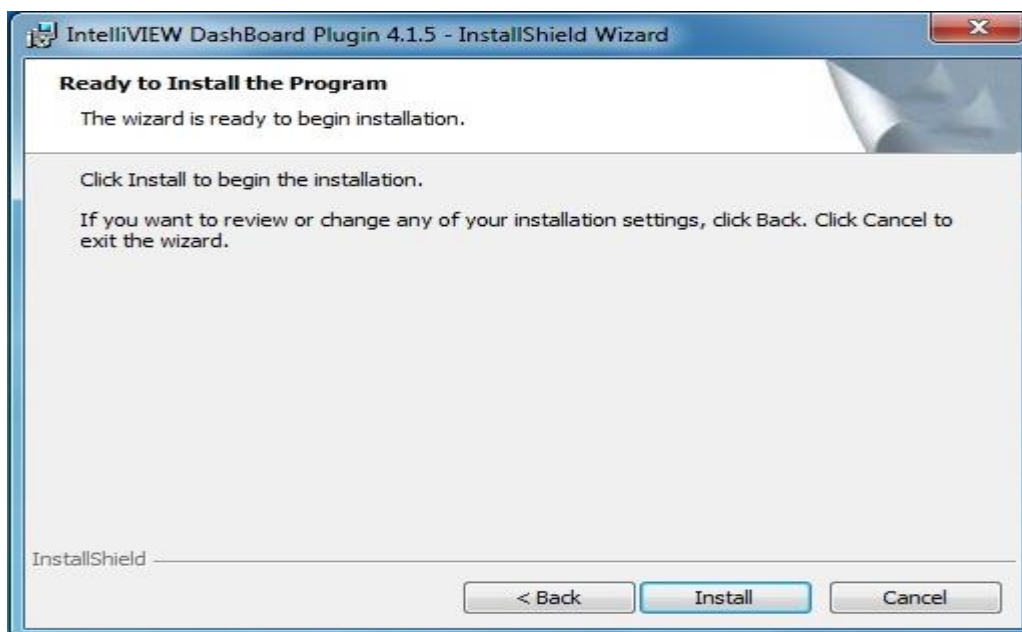
Step 4: Select first radio button and then click on 'Next' button.



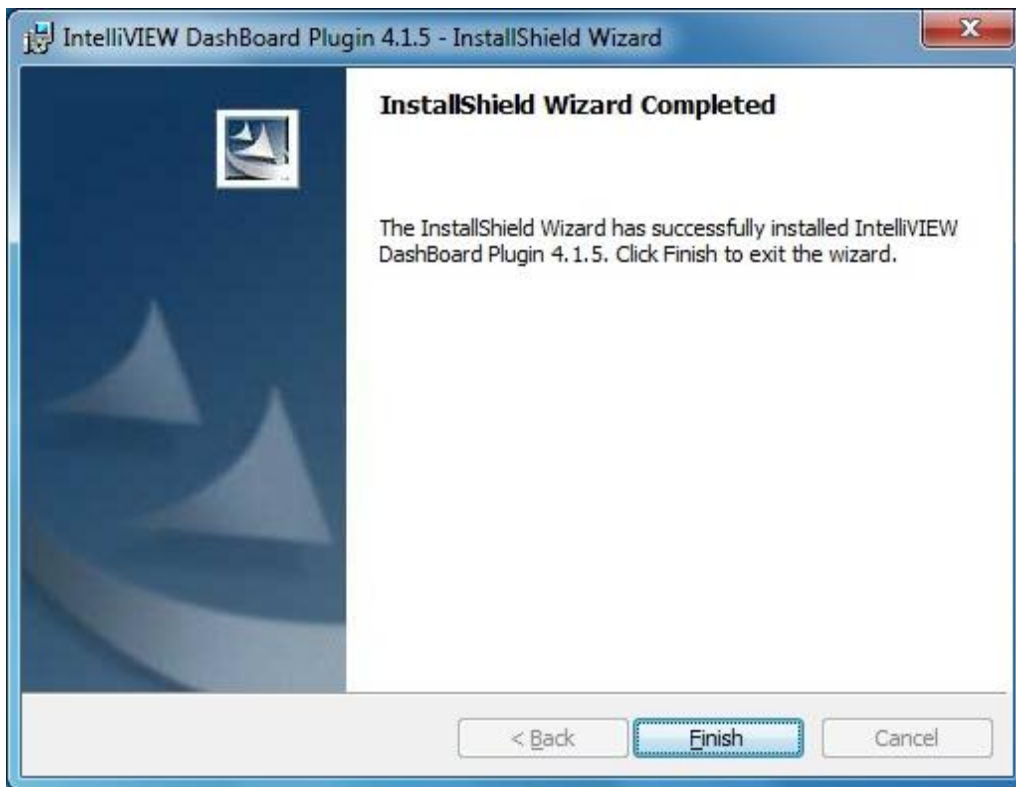
Step 5: Select the first radio button and then click on 'Next' button.



Step 6: Now click on 'Install'.



Step 7: Click on 'Finish'.




## 2. How to view the reports in Mozilla Firefox browser?

Reports are best viewed in Internet explorer. To view the reports in Mozilla Firefox browser you have to install 'IE TAB 2' with the following steps.

Step1: Click the link <http://www.ietab.net/>

Step2: Then click on the '[Get IE Tab 2 for Firefox](#)' link.

Step3: Then click on 'Add to Firefox'.



### *IE Tab V2 (Enhanced IE Tab)* 4.12.22.2

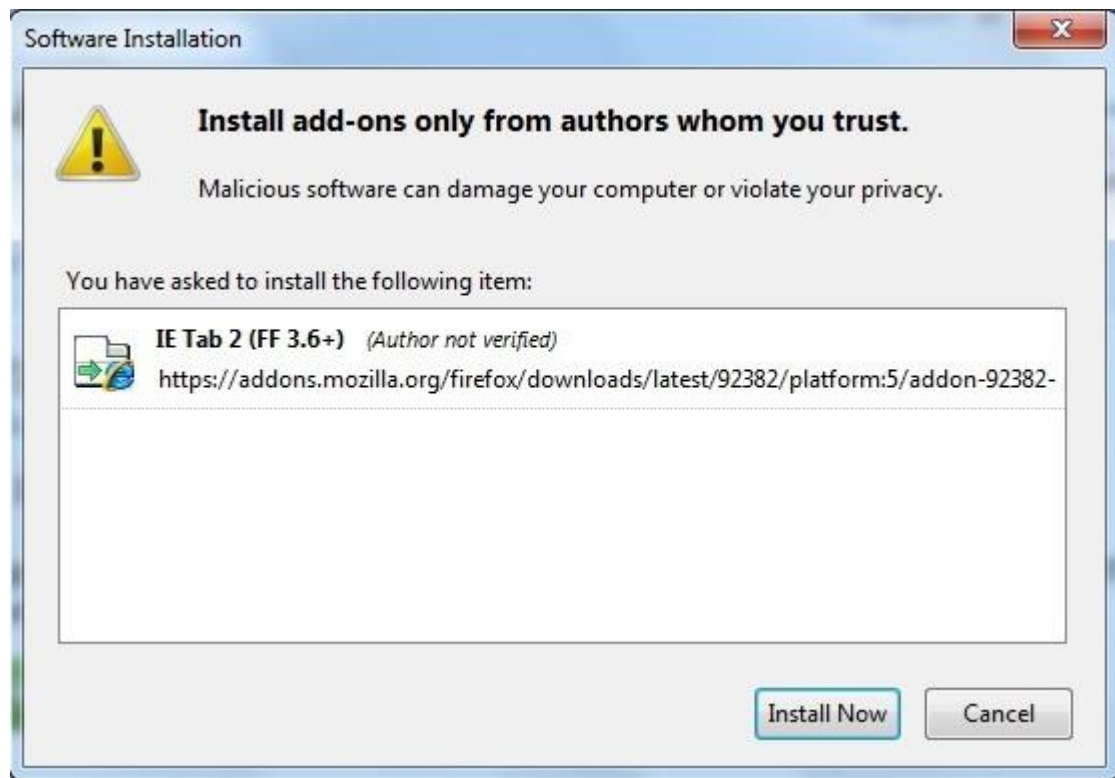
by [ietab.net](http://ietab.net)

Note: If you are encountering the Connecting... problem see instructions below.

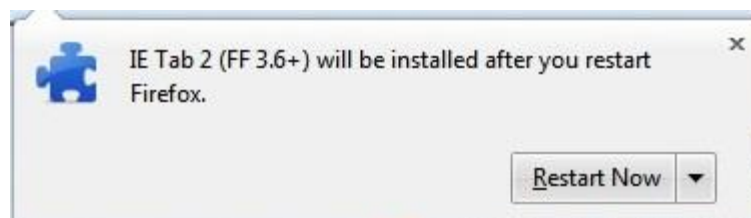
The updated, fully supported IE Tab. Embed IE in a Firefox tab. IE Tab Features: FF 4+ support, IE 7-9 compatibility modes, old IE Tab settings import.

[+ Add to Firefox](#)

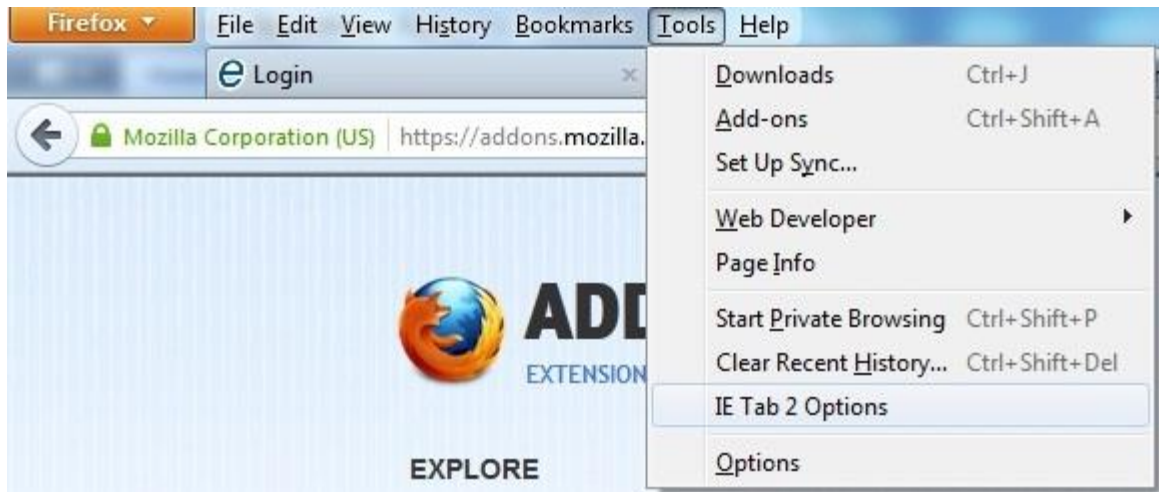
Step4: Click on Install Now.



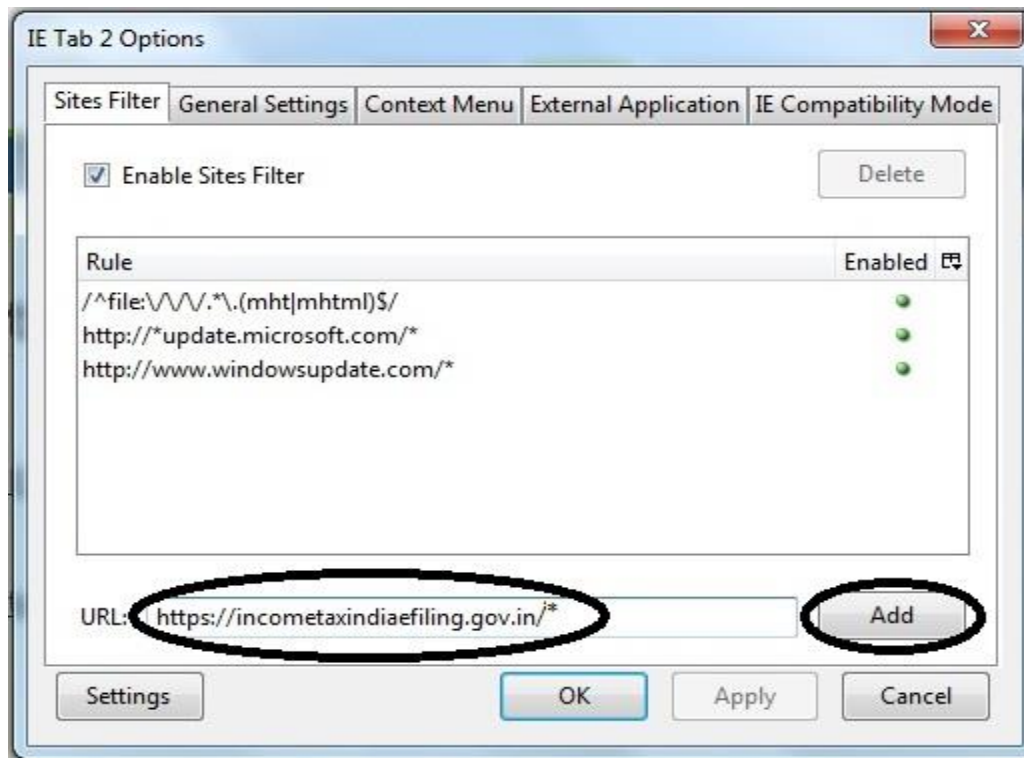
Step5: Click on Restart Now.



Step6: Go to Tools and then click on IE Tab 2 Options.



Step7: Add the URL <https://incometaxindiaefiling.gov.in/>\* in the URL field then click on Add and then click on OK.



### 3. How to view the reports in Google chrome browser?

Reports are best viewed in Internet explorer. To view the reports in Google chrome browser you have to install 'IE TAB 2' with the following steps.

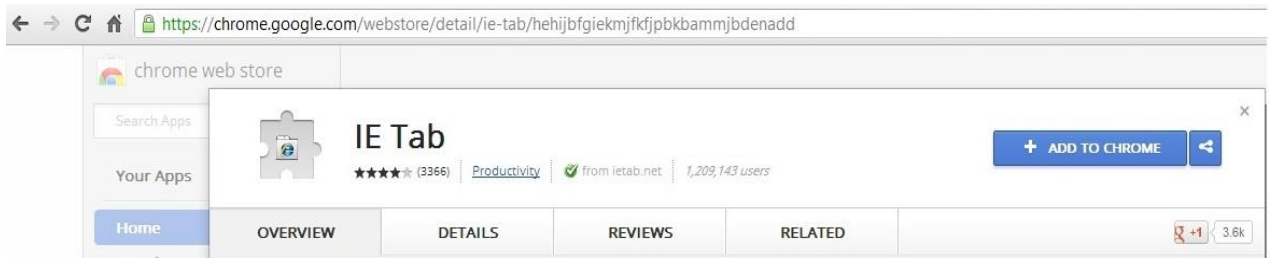
Step1: Click the link <http://www.ietab.net/>

Step2: Then click on the '[Get IE Tab for Chrome](#)' link.

Step3: Click on ADD TO CHROME tab.



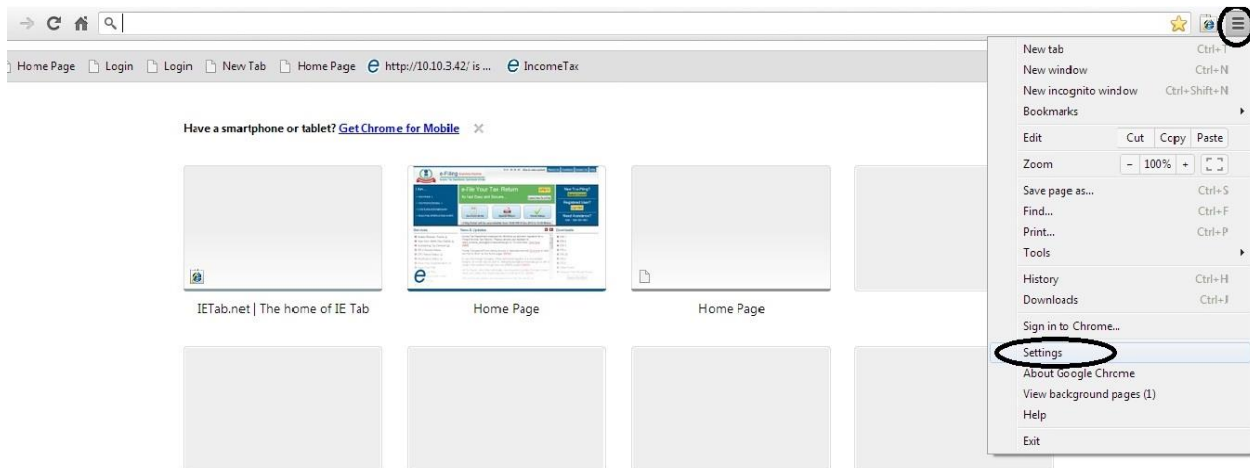
# User Manual for ITD User



Step4: Click on the Add button.

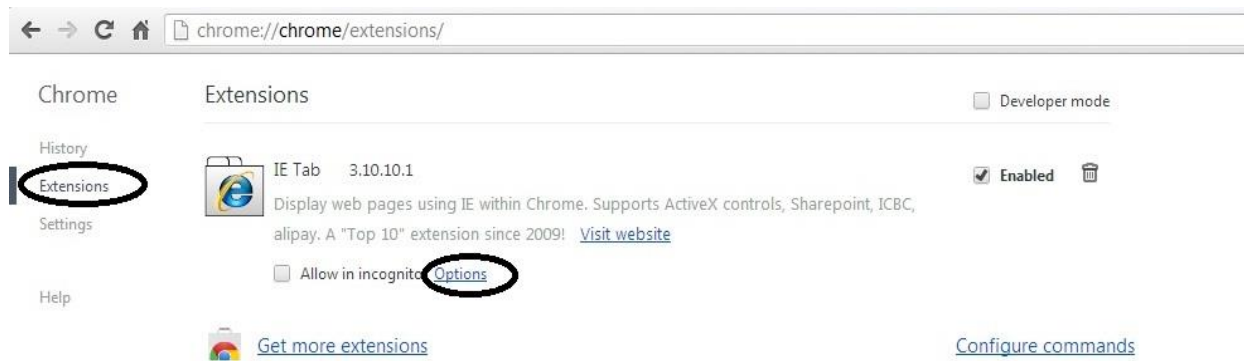


Step 5: Go to Options and then click on Settings.



Step 6: Click on 'Extensions' and then click on 'Options'





Step 7: Add the URL <https://incometaxindiaefiling.gov.in/>\* in the URL field then click on Add.



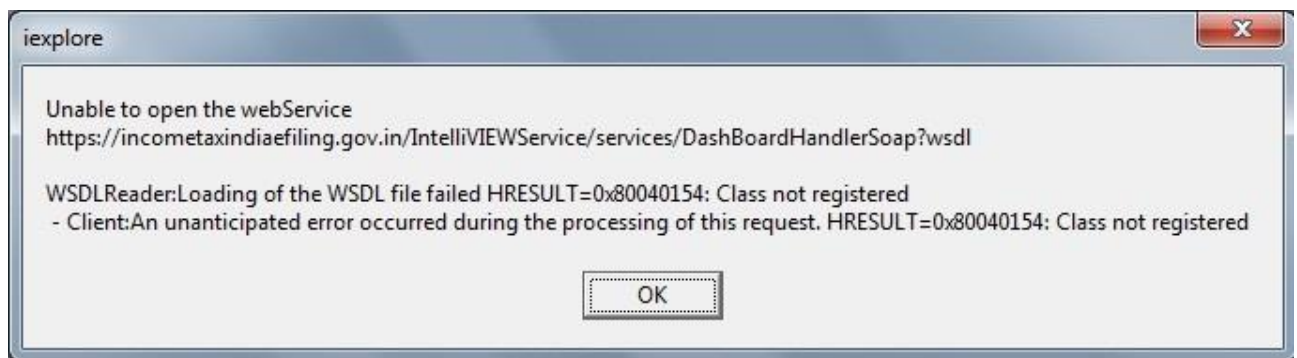
## MIS REPORT TROUBLE SHOOTING

1. After installing 'MSI Installer' in Windows 7 machine for the first time on clicking on the 'View Report' button from Reports List page, you will get the alert as below:

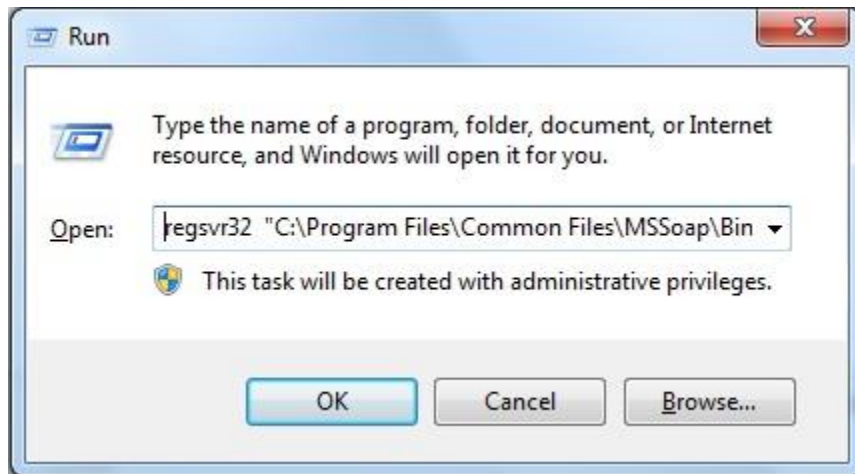


Click on the 'Allow' button then '**Internal server 500**' will display only once for the first time. To display the reports again, go back to the Report list then click on the 'View Report' button after selecting the required report.

2. After clicking on the 'View Report' button from the Reports list page please wait until the report is displayed. No options in the Standard report will work until the whole report page is loaded.
3. On clicking on Analysis report link in the Standard report, if wsdl error occurs like below, follow the below steps :



1. Click on Start button, Go to Run ->type regsvr32->drag and drop **mssoap30.dll** from the location C:\Programfiles\Commonfiles\MSsoap\Binaries into the opened RUN dialog box.
2. Click on Start button, Go to Run->type regsvr32->drag and drop **msxml4.dll** from the location C:\Windows\System32 into the opened RUN dialog box.



Click on 'OK' button.

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